

TEMPORARY/SUMMER EMPLOYMENT APPLICATION
TOWN OF ENFIELD
820 Enfield Street
Enfield, CT 06082

NAME: _____ Are you at least 18 years of age Y N
 First M.I. Last

ADDRESS: _____
 No. Street City/Town State/Zip code

TELEPHONE: _____ (home) _____ (school, if appropriate)

POSITION APPLYING FOR: _____

AVAILABLE: full time part time from am pm to am pm Saturday Sunday

HIGH SCHOOL: _____
 Name Address

COLLEGE: _____
 Name Address

Course of Study: _____ No. of Yrs. Attended: _____

Degree: _____ Social Security #: _____

TRAINING/SKILLS/CERTIFICATES (list all that apply):

 Computer Typing @ WPM Microsoft Applications: Excel Word PowerPoint Outlook

EMPLOYMENT HISTORY

MOST RECENT EMPLOYER: _____ FROM: _____ TO _____

ADDRESS: _____ PHONE: _____

YOUR TITLE & DUTIES: _____

EMPLOYER: _____ FROM: _____ TO _____

ADDRESS: _____

PHONE: _____

YOUR TITLE & DUTIES: _____

EMPLOYER: _____ FROM: _____ TO _____
ADDRESS: _____ **PHONE:** _____
YOUR TITLE & DUTIES: _____

REFERENCES (excluding relatives):

- 1) _____ PHONE _____
2) _____ PHONE _____
3) _____ PHONE _____

PLEASE READ AND SIGN CERTIFICATION AND RELEASE

CERTIFICATION AND RELEASE

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers. I further certify that the responses given are true, complete and accurate to the best of my knowledge and are made in good faith. I understand that any misrepresentation, omission or falsification may be grounds for rejection of my application or, in the event that I am hired, immediate discharge.

I authorize the Town of Enfield to contact all of the educational institutions, employers, personal references listed in this application and others the Town may deem necessary to contact to obtain information related to my application for employment. I authorize all such contacts noted above to provide information to the Town of Enfield and I hereby release the Town of Enfield and all such persons and/or entities supplying such information from any and all liability and/or damages arising out of the release or use of such information. I specifically authorize the Town of Enfield to conduct a criminal background check to determine my suitability for employment.

I understand that upon an offer of employment, I may be requested to successfully pass a physical examination. I hereby agree to take a drug screening test, consisting of blood and/or urinalysis test(s) to detect the presence of illegal drugs and/or alcohol, (including but not limited to, barbiturates, heroin, cocaine, marijuana) and that any positive test(s) will be confirmed by two (2) alternative methods. I authorize the laboratory conducting such tests(s) to release the results of such tests(s) to the Town of Enfield and I understand that I may request a copy of such results. I understand that the results of such tests(s), if positive, may result in my disqualification from employment with the Town of Enfield. I release the Town of Enfield, employees of the Town of Enfield, elected or appointed officials of the Town of Enfield or other representatives of the Town of Enfield and I release the laboratory conducting such test(s), its employees and representatives from any and all liability arising from or out of the administration of such tests(s).

APPLICANT'S SIGNATURE:

DATE: _____

THE TOWN OF ENFIELD IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER - M/F

For the following question, exclude any convictions or arrests which have been erased from your record pursuant to Connecticut General Statutes §§ 46b-146, 54-76o or 54-142a. Erased records include the following: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon. For erased convictions or arrests you are considered to have never been arrested and may swear so under oath.

Have you ever been convicted of a law violation other than a minor traffic offense: ☐ Yes ☐ No

If yes, please explain:

For purposes of this application, reckless driving, evading responsibility, engaging in pursuit, driving while impaired and driving while intoxicated are **not** considered minor traffic offenses.

Have you ever been fired or asked to resign from a job? ☐ Yes ☐ No If yes, please explain:

Are you a United States citizen or are you authorized to work in the United States: ☐ Yes ☐ No

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APPLICANT'S NAME: _____ SOC. SEC. # _____

APPLICANT'S SIGNATURE: _____

DATE: _____

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